

## **DISCIPLINE AND CONDUCT**

### **Discipline Philosophy**

Discipline is a system of guidelines that allow the staff and students to work together so that learning can take place. The way a student conducts himself or herself in relationship to others should, at all times, be respectful, courteous and reflect our Catholic virtues, values and morals.

### **North American Martyrs School Rules:**

- 1. Students have the right to learn, and teachers have the right to teach.**
- 2. Students will always be respectful of the learning environment.**
- 3. Students are expected to act with courtesy, common sense and safety at all times.**

### **Student Conduct:**

At the beginning of each year, the school administration reviews the management plans of each teacher at North American Martyrs School. **It is understood that management styles and expectations differ among faculty. Students are expected to adhere to the classroom management expectations outlined by their teachers.**

Outside the classroom (lunch, recess, hallways, extracurricular events, etc.), students are expected to adhere to the behavior expectations.

### **Inappropriate Behaviors**

North American Martyrs School strives to address behavior expectations in a proactive manner. However, some behaviors are so severe that they merit immediate and serious consequences without any previous warnings given. **These serious behaviors include, but are not limited to:**

- Profanity
- Committing willful physical harm
- Using objects in a dangerous way or throwing objects that could cause harm to persons or property
- Willful destruction of any property (including the student's)
- Willful defiance
- Failure to observe safety guidelines
- Arson
- Plagiarism
- Unauthorized entry of school/parish facility
- Stealing
- Direct or indirect harassment, which includes repeated conduct or expression directed toward another, for the purpose of intimidation or coercion
- Possession or use of tobacco, alcoholic beverages, illegal substances, or drugs
- Possessions of or use of weapons or objects construed as weapons
- Truancy
- Fighting
- Forgery of documents and/or signature of parent/guardian or school staff
- Repeated disruption of the learning environment (includes halls, recess, etc.)
- Indirect or direct disrespect shown toward staff, student, parents, or any adult in the parish/school
- Repeated violations of dress code, school rules and expectations
- Failure to meet terms of probation or behavior contract

- Conduct, inside or outside the school, which is detrimental to the school's reputation.
- Making threats of violence against students and/or staff or any adults in school/parish environment.

Corrective actions will be taken as necessary. **These may include, but are not limited to:**

- detention
- staying after school
- service during recess or missing recess time
- restitution for damage
- loss of privileges
- written accounts
- telephone call to parents at work or at home

If warranted by circumstances, corrective actions may also include:

- in-school suspension
- out-of-school suspension
- expulsion

### **Action Plans**

#### **Pre-K through 4<sup>th</sup> Grade**

Disciplinary action will take into account the age of the student and the seriousness of the infraction. For younger children (preschool- 4<sup>th</sup> grade), most infractions will be handled by, but not limited to: ***timeout, loss of recess, and contacting the parents.***

#### **5<sup>th</sup>-8<sup>th</sup> Grade**

The discipline hierarchy listed below consists of demerits, detentions, suspensions, and possible expulsions, based upon student behavior on a **yearly** basis. This approach is designed to enable all of our Middle School adolescents to succeed in the classroom now, and to prepare them for the responsibilities of young adults in high school. Classroom teachers, special teachers, staff, and administrators may give demerits whenever students are on parish/school property.

Demerits are ultimately given at the teacher or staff member's discretion. **Each time a student receives five demerits, he or she receives a detention.** Each teacher keeps track of their homeroom students' demerits. Detention forms are to be signed by a parent and returned to school. **Detentions will be served with the student's homeroom teacher, from 6:55 a.m. to 7:40 a.m. on the day the teacher assigns.**

<b>SUMMARY OF 5<sup>TH</sup> THROUGH 8<sup>TH</sup> GRADE DISCIPLINE POLICY</b>	
5 demerits	1 <sup>st</sup> Detention
10 demerits	2 <sup>nd</sup> Detention
15 demerits	3 <sup>rd</sup> Detention
20 demerits	1 day In-School Suspension
25 demerits	2 days In-School Suspension; meeting with student, parents and administration
30 demerits	3 days In-School Suspension
35 demerits	1 day Out-of-School Suspension**
40 demerits	Possible expulsion; parents would be expected to find placement in another school for the remainder of the year

***\*\*If an out-of-school suspension is given, the student will receive zeros for all assignments missed.***

## **BULLY POLICY**

North American Martyrs School has formulated this policy with the following purposes:

- 1) promoting strong Christian development in all our students and encouraging them to treat each other as images of God
- 2) building positive student relationships in order to provide an environment that is physically safe and emotionally secure for all students
- 3) raising awareness in the school and homes that bullying is an unacceptable behavior and will not be tolerated at North American Martyrs School
- 4) establishing procedures that are consistent throughout the school for handling bullying behaviors that happen at school

**Statement Prohibiting Bullying:** We recognize that bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around their school. It is the policy of North American Martyrs School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action.

**Definition of Bullying:** Bullying is an intentional, conscious, hurtful act of aggressive behavior repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. Bullying may take on one of three forms: physical, verbal, or indirect. This includes but is not limited to:

- 1) **Physical bullying-** hitting, kicking, pushing, tripping, biting, choking, scratching, spitting, taking belongings, and destruction of property
- 2) **Verbal bullying-** insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others
- 3) **Indirect bullying-** intentional excluding others, spreading gossip and rumors, sending malicious notes, making faces, making obscene gestures
- 4) **Internet bullying** – see computer internet policy (Appendix E)

### **Reports of Bullying:**

Teachers/Staff: ALL school employees are required to document all bullying behaviors which they witness using the “Aggressive Behavior Form”. If the bully behavior is reported to a school employee by a parent of student, that employee shall fill out the “Aggressive Behavior Form”. The employee who fills out the form may either handle the incident themselves and forward the completed form to the principal and homeroom teacher, OR forward the form to the principal for review and action.

Other members of the school community: Students, parents, volunteers and visitors are encouraged to report to a staff member any bullying behavior taking place on school property or at a school-sponsored event. For purpose of investigation and follow-up, it is important that such reports be made as soon as possible to the staff member on duty at the time of the incident.

Anonymous/Confidential reports: Reports may be made anonymously, however formal disciplinary action may not be based solely on an anonymous report. Students who make a report may request that their name be maintained in confidence by the teacher and/or administrator who receive the report, with the understanding that their confidentiality may compromise the investigation of the report and possible disciplinary action. The likelihood of resolving the incident(s) is higher if names are shared.

### **Investigating Reports of Bullying:**

The teacher and/or principal will conduct an investigation of the alleged bullying behavior. The investigation may include: interview with students, parents, and school personnel; review of school records; and whatever other information may be necessary to determine an appropriate response. When a student/parent making a report has requested confidentiality, the investigation of such report shall be limited as is appropriate in the view of the confidentiality of the person reporting.

### **Consequences for Bullying:**

Consequences for students who bully others will depend on the results of the investigation and may include but are not limited to any combination of:

- \* loss of recess
- \* Principal's office referral
- \* parent conference
- \* recommendation of counseling
- \* suspension and/or expulsion
- \* behavior report
- \* detention
- \* behavior contract
- \* in-school suspension
- \* or any other appropriate consequence

In determining the appropriate response to students who commit one or multiple acts of bullying, school administration will consider these factors:

- the developmental and maturity levels of the parties involved
- the levels of harm
- the surrounding circumstances
- the nature of the behaviors
- past incidences or past/continuing behavioral patterns
- the relationship between the parties involved
- the context in which the alleged incidents occurred

Concluding whether a particular action or incident constitutes bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaning consideration of these factors that an appropriate consequence will be determined.

### **Retaliation and False Reports:**

Retaliation against any person who reports an act of bullying and making false reports of bullying against someone are very serious actions. Any person who does so will be subject to disciplinary action as explained in the consequences section above.

### **Notification of Parents:**

- **Aggressive Behavior Form:** This form is used to document and track aggressive behaviors that could be a sign of bullying. Teachers may monitor the first several forms received for a student. **After 3 forms have been received for a student, parents will be notified through email, phone call or report sent home.**
- **Verified Bullying:** The school administration will notify both the parents of students who commit any verified acts of bullying and the parents of students against whom such acts were directed. The parents of student(s) who committed a verified act of bullying will also be notified of any consequences that may result from the commission of such further acts.